

Guidance for Charging Hurricane Harvey Related Costs

September 6, 2017

Purpose:

This updated guidance further details how EPA employees should charge payroll, contract, grants and other expenses directly related to Hurricane Harvey.

Management and Review of Funds:

- Region 6 is leading Hurricane Harvey response efforts in close coordination with the HQ Emergency Operations Center.
- OCFO's Office of Budget and Office of the Controller are working closely with OARM, OLEM, OW and other program offices, as well as Regions 4 and 6 to:
 - Distribute guidance for deployed employees working on the Hurricane Harvey effort;
 - Review Hurricane Harvey charging (payroll, contract, travel, etc.) and raise issues as appropriate;
 - Keep the RPIOs involved and work to ensure employee's FAN or subsequent work code matches the work performed; and
 - Maintain information lists, including a list of:
 - Hurricane Harvey Mission Assignments received – OCFO/OC/CFC;
 - ORG codes related to Hurricane Harvey – OCFO/OB; and
 - employees working on specific mission assignments – EOC.

Sources of Funding - The EPA uses several types of funding for disaster work with different rules and guidelines that must be followed. For Hurricane Harvey response and recovery, EPA will use the EPA's existing appropriations, FEMA Mission Assignments and potentially, Interagency agreements from other Federal agencies or supplementary funding.

FEMA Mission Assignments define the work FEMA is asking the agency to perform and what costs FEMA will reimburse (These Mission Assignments are located at - [Emergency Management Guidance](#)). *The EPA may charge all expenses related to performing the mission assignment.*

Additional information is provided below on allowable expenses reimbursed by FEMA. *The Emergency Operations Centers will send employees tasked to work on a mission assignment an email describing the work they should do and how they should charge their work hours to the mission assignment.*

Tracking your time and direct costs enables the agency to efficiently and accurately report to Congress, OMB, the general public and other major stakeholders Hurricane Harvey expenditures. Accurate overall tracking is required, essential to being financially reimbursed by FEMA and needed for any potential additional funding requests.

Charging Guidance:

Site Charging. Tracking costs is required for all funding from appropriation through outlay as well as meeting the tracking requirements of EPA's Trust funds (Superfund, LUST and OIL) and FEMA reimbursement requirements.

In order to correctly track Hurricane Harvey spending, the agency must populate both the organization (ORG) field and a project code (Site/Project) for site charging in Compass as follows:

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| | Site Charging | Organization Code |
|--------------------------------|----------------------|--|
| Existing Appropriations | H001 | "HVV" code in 5th, 6th, & 7th position |
| Mission Assignments | H001 | 7-digit Mission Assignment reimbursable code |

Below are more detailed descriptions of how Hurricane Harvey Costs should be tracked and charged if covered by a FEMA Mission Assignment or EPA appropriations.

Mission Assignments – FEMA Mission Assignments will pay for all costs incurred to carry out the tasks outlined in the mission assignment, including overtime salary for all employees. FEMA will reimburse for all direct costs including travel, contracts, WCF, grants, the only exception is base salary not currently charged to a Trust Fund will not be reimbursed by FEMA. ***The Mission Assignment will “Not” cover the base salary for employees funded from EPM or S&T¹.*** All charges must include both the mission assignment reimbursable account number in the ORG field and the project code H001 in the Site/Project Field.

Employees performing work on the Mission Assignment and normally funded from Trust Funds (Superfund, Oil, or LUST) must charge their work to the Mission Assignment.

Please work with the HQ and Regional EOC to ensure you are charging the appropriate mission assignment.

| | Base Salary | Overtime (Must be pre- approved) | Travel | Contracts (BOC 37) & General Expenses (BOC 36) | Working Capital Fund | Grants (BOC 41) |
|----|---|---|---|---|---|---|
| 1. | Charge Mission Assignment reimbursable code | Charge Mission Assignment reimbursable code | Charge Mission Assignment reimbursable code | Charge Mission Assignment reimbursable code | Charge Mission Assignment reimbursable code | Charge Mission Assignment reimbursable code |
| 2. | Project Code H001 | Project Code H001 | Project Code H001 | Project Code H001 | Project Code H001 | Project Code H001 |

Create People Plus Favorites (See example below) – Please add the reimbursable account number associated with the mission assignment to the employee’s account favorites in PPL to save time and facilitate appropriate Hurricane Harvey charging.

Travel - TA’s will need to be funded/cross funded by the office managing the reimbursable funds. TA’s will be prepared by the traveler’s home region using the Mission Assignment number

¹ EPA’s Trust Funds that pay salaries are: Hazardous Substance Response Trust Fund (Superfund, SF), Leaking Underground Storage Tanks Trust Fund (LUST), and Inland Oil Spill Programs (Oil). The major other appropriations which pay salaries are Environmental Programs & Management (EPM), Science & Technology (S&T), Inspector General (IG).

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reimbursable accounting string. Please amend all Travel Authorizations not yet vouchered in Concur to reflect the Hurricane Harvey accounting.

Contracts and General Expenses - Only a Purchase Card Holder or Contracting Officer with warrant authority can obligate funds for the Agency. Please note purchase card holders do not necessarily have warrant authority. Please confirm prior to making purchases so we can avoid any unauthorized procurements.

Non Mission Assignments –

If an organization or employee has not received or been assigned to a FEMA Mission Assignment, **all costs** must be charged to the organization's regular fixed account – with the "HVY" code added to the ORG code Hurricane Harvey tracking code (in characters 5, 6 and 7 of the ORG code) and with the H001 project code.

If you are funded with EPM or S&T, your base salary should be charged to your regular fixed account number with the added "HVY" in the ORG field and "H001" in the Site/Proj field.

| | Base Salary | Overtime (Must be pre- approved) | Contracts (BOC 37) & General Expenses (BOC 36) | Working Capital Fund | Grants (BOC 41) |
|----|------------------------------|---|--|---|---|
| 1. | Charge Regular Fixed Account | Charge to Removal Program (C6) | Charge Mission Assignment reimbursable code | Charge Mission Assignment reimbursable code | Charge Mission Assignment reimbursable code |
| 2. | Project Code H001 | Project Code H001 | Project Code H001 | Project Code H001 | Project Code H001 |
| 3. | ORG Code HVY | ORG Code HVY | ORG Code HVY | ORG Code HVY | ORG Code HVY |

Create PPL Favorites (See example below) - The HVY Org Code should be added to the employee's account favorites in PPL to save time and facilitate appropriate Hurricane Harvey charging.

- Add a Unique Project Code H001 to your PPL favorites.
- Please do not change an employee's normal FAN for normal work hours. PPL task profiles should NOT contain the HVY Org code and project code. The code should only be used in the account code favorites and recorded directly on the timecard for hours an employee works on Hurricane Harvey.

ORG Code -

- OCFO will send templates for all RPIOs to complete requesting Hurricane Harvey ORG fields and maintain a list of all Hurricane Harvey ORG codes.
- OCFO does not use controls at the HVY code level. No employee's nor organization's payroll will be limited by adding these codes.
- Please do not change an employee's normal FAN for normal work hours. PPL task profiles should NOT contain the HVY Org code and project code. The code should only be used in the account code favorites and recorded directly on the timecard for hours an employee works on Hurricane Harvey.

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- *FY 2018 Change - OCFO will develop work codes to use after the changeover to the new PPL system in FY 2018.*

Please see Appendix I for Examples of Account Charging and Appendix II for the list of Contacts by Organization.

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Appendix I

EXAMPLES of ACCOUNT CHARGING - Examples and percentages below are illustrative only
Reminder: only employees can attest and submit their time. Supervisors/Timekeepers cannot do this.

Regional Office FAN:

“Current” (with split funding)

| BFY | Fund | ORG* | PRC | Site Project | % |
|-----------|------|------|---------|--------------|----|
| 2017/2018 | B | 06M | 202BD4* | N/A | 68 |
| 2017 | T | 06M | 303DD2* | 0600MBM00 | 32 |

- Note: PRC will change on October 1st.

Add the lines below to the Employee’s Account Code Favorites for those employees charging to Hurricane Harvey and provide the employee the percentage breakout for recording hours on the timecard.

NOTE: Hours will have to be rounded up or down to equal 15 minute increments.

“Added Favorite”

| BFY | Fund | ORG* | PRC | Site Project | % |
|-----------|------|---------|--------|--------------|----|
| 2017/2018 | B | 06M0HVY | 202BD4 | H001 | 68 |
| 2017 | T | 06M0HVY | 303DD2 | H001 | 32 |

- Note: PRC will change on October 1st.

Allocate the site charge to the same Funds based on the FAN percentage. Please note that:

- Any questions related to Oil and LUST charging should be coordinated with John Spelman, Region 6 Budget Team Lead.
- The employee’s home AH/RC is included in ORG code.

HQs Office FAN:

“Current”

| BFY | Fund | ORG* | PRC | Site Project | % |
|-----------|------|------|---------|--------------|----|
| 2017/2018 | B | 75D | 202BD4* | N/A | 68 |
| 2017 | T | 75D | 303DD2* | H001 | 32 |

- Note: PRC will change on October 1st.

Add these lines to the Employee’s Account Code Favorites for those employees charging to Hurricane Harvey and provide the employee the percentage breakout for recording hours on the timecard.

NOTE: Hours will have to be rounded up or down to equal 15 minute increments.

“Added Favorite”

| BFY | Fund | ORG* | PRC | Site Project | % |
|-----------|------|---------|--------|--------------|----|
| 2017/2018 | B | 75D0HVY | 202BD4 | H001 | 68 |
| 2017 | T | 75D0HVY | 303DD2 | H001 | 32 |

- Note: PRC will change on October 1st.

Allocate the site charge to the same Funds based on the FAN percentage.

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- Please note any questions related to Oil and LUST charging should be coordinated with Jennifer Wilbur, Budget Control Team Lead and that the employee's home AH/RC is included in ORG code.

Mission Assignment Charging:

“Added Favorite”

If an employee is assigned to work on the mission assignment full time:

| BFY | Fund | ORG* | PRC | Site Project | % |
|-----------|------|---------|--------|--------------|------|
| 2016/2017 | BR | 06L0X13 | 303DC6 | H001 | 100% |

- Note: PRC will change on October 1st.

Add these lines to the Employee's Account Code Favorites for those employees charging to Hurricane Harvey and provide the employee the percentage breakout for recording hours on the timecard.

NOTE: Hours will have to be rounded up or down to equal 15 minute increments.

Or if a Superfund employee is assigned to work on a Mission Assignment 40% of their time:

| BFY | Fund | ORG* | PRC | Site Project | % |
|-----------|------|---------|--------|--------------|------|
| 2016/2017 | BR | 06L0X13 | 303DC6 | H001 | 40% |
| 2017 | T | 75D | 303DD2 | H001 | 60 % |

- Note: PRC will change on October 1st.

Payroll Charging / PPL Assistance - If you need help setting up this site charging code in PPL, please contact your PPL Coordinator or FCO for assistance. <http://intranet.epa.gov/peopleplus/coordinators/>.

- Instructions for creating account code favorites are available at:
http://intranet.epa.gov/peopleplus/employees/pdfs/emp_special_accounts.pdf
- Timekeepers and Employees DO NOT have access to the Task Profile where the employee FAN allocation is broken out.

EXAMPLE ACCOUNT CHARGING FOR OVERTIME

Charging Overtime to Region 6 will be:

“Added favorite”

Mission Assignment.

| | | | | | |
|-----------|----|---------|--------|------|------|
| 2016/2017 | BR | 06L0X13 | 303DC6 | H001 | 100% |
|-----------|----|---------|--------|------|------|

Reminder - Overtime hours must be approved in advance and documented using EPA Form 2560-7 (rev. 5/09), Request for Overtime Authorization, available in EPA Webforms <http://intranet.epa.gov/webforms/>.

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Appendix II

Contacts – Below are contacts by Organization.

Region 6

- Corey Bonnell, Regional Comptroller (214) 665-7432
- John Spelman, Budget Team Lead (214) 665-7425
- Region 6 REOC Finance Lead (214) 665-9705/9706 or R6HarveyFSC@EPA.GOV

Region 4

- Kristy Eubanks, Regional Comptroller & Acting Deputy Assistant Regional Administrator (404) 562-8039
- Pareasa Stevens, Budget and Finance Section Chief (404) 562-8066, Cell: (678) 517-5850

OCFO - Office of Budget

- Hamilton Humes, Coordinating Analyst (202) 564-2835, (20) 450-7055
- Jeanne Shepitka, Budget Control Team Lead (202) 566-1440
- Kelly Siegel, Analyst (202) 564-2331

OCFO - Office of the Controller

- Dale Miller, Project Codes (202) 564-2586
- Brian Webb, Work Codes (202) 564-1413
- Molly Williams, Chief Reimbursable Branch (513) 487-2076
- Jennifer Keene, Accountant for Mission Assignments (513) 487-2103
- Carol Goetz, Supporting (513) 487-2117

Travel Questions – Office of the Controller

- Richard Gray, OC - 202-564-0968, Cell: (202) 256-2720

OCFO – Office of Technology & Solutions

- Payroll_Helpdesk – Note “Hurricane Harvey”

OLEM

- Tito (Gilberto) Irizarry, (202) 564-7982
- Josh Woodyard, Emergency Management (202) 564-9588
- Jennifer Wilbur, SBO (202) 566-2756
- Brendan Roache, Resources for OEM (202) 564-6117

Disaster Recovery

- John Ferris, AO – OHS (Homeland Security) 202-564-1347
- Claudia Hosch, (214) 665-6464
- Joyce Stubblefield, Region 6 (214) 665-6640

OARM - Daniel Coogan, SBO (202) 564-1862